



GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION #15-019

POSTED: November 12, 2014

DEADLINE: November 26, 2014

JOB TITLE: Project Coordinator or Project Manager
JOB CODE: 60068 or 81255
PAY GRADE: 14 or 18
POSITION NUMBER: 00123899
LOCATION: Georgia Crime Information Center (GCIC)
Plans and Program Development
GBI Headquarters
Decatur, Georgia

SALARY RANGE: 14 / \$32,971/yr. – \$42,143/yr.
18 / \$46,311/yr. – \$60,204/yr.

The position will be filled at the pay grade commensurate with the experience of the selected candidate.

DUTIES AND RESPONSIBILITIES:

Project Coordinator – 60068:

Assist with analyzing user requirements, procedures, and problems to automate business processes, upgrade or modify existing systems. Conducts critical analysis research and prepare reports and/or presentations that assist with developing, communicating and monitoring project work plans and schedules. Assists with developing and maintaining test standards relevant to the development life cycle and change management processes.

Project Manager – 81255:

Develops and analyzes project requirements, procedures, and problems to automate business processes, upgrade or modify existing systems and review system-wide capabilities, workflow, and scheduling limitations. Develops, communicates and monitors project work plans and schedules. Develops and maintains test standards relevant to the development life cycle and change management processes and ensures staff meets those standards.

MINIMUM QUALIFICATIONS:

Project Coordinator– 60068:

Associate degree/vocational certificate and three years of related experience in Project Management
Or
Bachelor's degree in a related field and two years of work experience in Project Management
Or

Master's degree in a related field and one year of work experience in Project Management

Or

Two years of experience at the lower level or position equivalent

Note: Work experience in Project Management may substitute for education on **a year for year basis** if evaluated as equivalent. Equivalent Project Management experience includes analyzing user requirements, procedures, and problems to automate, update, or modify business processes.

Project Manager – 81255:

Bachelor's degree in a related field and three years of related work experience in Project Management

Or

Associate degree/vocational certificate in a related field and five years of related work experience in Project Management

Or

One year of experience in Project Management at the lower level or position equivalent

Note: Work experience in Project Management may substitute for education on **a year for year basis** if evaluated as equivalent. Equivalent Project Management experience includes analyzing user requirements, procedures, and problems to automate, update, or modify business processes.

PREFERRED QUALIFICATIONS:

Preference will be given to applicants that, in addition to meeting the minimum qualifications, possess one or more of the following:

- Experience and knowledge in the use of project or process management practices
- Experience and understanding of the process and framework of project/program management and delivery
- Experience in research methodology, developing solutions based on analysis, or making recommendations
- Experience with evaluating and analyzing existing systems, identifying deficiencies and understanding their structure and component parts
- Experience in developing project plans
- Experience in preparing models, diagrams, layouts, definitions and/or specification to show processes in a clear manner
- Time management, decision making, relationship building and interpersonal skills
- Certified Project Manager
- Project Management Methodology

VACANCY OPEN TO ALL QUALIFIED APPLICANTS

TO APPLY:

APPLICANTS MUST SUBMIT (2) STATE OF GEORGIA APPLICATIONS TO:

**Georgia Bureau of Investigation
Attn: Office of Human Resources
P. O. Box 370808
Decatur, GA 30037-0808**

Applications may be obtained by clicking the following link: [**GBI State Application**](#)

- ❖ The Job Vacancy Number, located at the top of this announcement, along with Job Title and Job Code must be listed on applications for this vacancy.

- ❖ Applications should be filled out carefully and completely. **Applications will not be considered that have “see attached” in lieu of completing the work history and job information on the application.**
- ❖ **Foreign Education:** Applicants who have completed part or all of their education outside the U.S. must have their foreign education evaluated by an accredited organization to ensure that the foreign education is equivalent to education received in accredited educational institutions in the U.S. **This evaluation must be a course-by-course evaluation that includes each completed course/subject and the U.S. credit equivalent. Applicants must submit (2) copies of the credential evaluations to the address noted above by the deadline.** For a listing of services that can perform this evaluation, see the National Association of Credential Evaluation Services website at <http://www.naces.org/members.htm>.
- ❖ Due to the volume of applications we receive, we are unable to provide information on application status by phone or by e-mail. Applicants who are selected for an interview will be contacted to arrange an appointment. Applicants who are not selected for an interview will not receive notification.
- ❖ The GBI reserves the right to close this job announcement once a qualified applicant pool has been identified.
- ❖ Employment for the selected candidate(s) is contingent upon the successful completion of a GBI background investigation including criminal, credit and driver's history checks, polygraph examination, fingerprinting and drug screening.
- ❖ Click the following link for a list of [GBI Employment Disqualifiers](#).

All applications must be received in the GBI Office of Human Resources by close of business on the deadline date posted on this job vacancy announcement

THE GBI IS AN EQUAL OPPORTUNITY EMPLOYER